STATE OF WYOMING
DEPARTMENT OF EDUCATION
INNOVATION, CONNECTIONS, AND SUPPORT DIVISION

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002

Dr. Jim McBride, State Superintendent of Public Instruction

in partnership with

QWEST COMMUNICATION CORPORATION
6101Yellowstone Road
Cheyenne, WY 82009

Mike Ceballos, State President, Qwest Wyoming

TEACHERS & TECHNOLOGY
MINI-GRANT APPLICATION AND MANUAL

CLOSING DATE AND TIME:
February 1, 2011
MIDNIGHT MDT

Wyoming Department of Education Representatives
Lachelle Brant, Distance Education Consultant
307-777-3679
Bill Pannell, Education Consultant
307-777-3549

QWEST Communications Corporation Representative
Cindy Barnes Pharr, Corporate Social Responsibility
480-768-4342

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TEACHER AND TECHNOLOGY MINI-GRANT

SECTION 1: GENERAL INFORMATION

INTRODUCTION

The Wyoming Department of Education (WDE) has received $25,000.00 from the QWEST Foundation for Education to be awarded to Wyoming's K-12 teachers who pioneer innovative uses of technology in the classroom. The objectives of the Teachers & Technology Mini-Grants are to improve student achievement through the use of today's technology; build a real-world team problem-solving environment; and set the groundwork for future technology integration projects.

This grant will recognize, at the classroom level, those teachers integrating technology into their daily curriculum and would like to expand or enhance the student's learning experience using technology.

Applicants are encouraged to incorporate distance education mediums and Career Technical Education or Career Education concepts; cross-over between content areas; engage students in a project producing event with measurable results; and persuade other teachers and administrators to follow their example.

GOALS

The goal of the Teachers and Technology Mini-Grant is to encourage synchronous and asynchronous project-based programs utilizing partnerships with other classrooms outside of the originating campus via various distance education mediums, and across an assortment of content areas.

PURPOSE

- Recognize and reward innovative teachers who promote out-of-the-box thinking
- Utilize the integration of technology into the classroom outside of the standard brick and mortar setting
- Encourage students to think in real-world communicative mediums
- Develop problem solving skills that incorporate various different content areas
- Incorporates Career Technical Education or Career Education concepts
- Model best practices with technology integration and set an example of the limitless possibilities available when utilizing technology

INTENDED USE OF MINI-GRANT FUNDS

- Purchasing supplies
- Paying for distance education medium expenses

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- Supporting professional development needs

*Note: Funds may not be used to pay salaries or to pay stipends. All materials and services purchased with Teachers and Technology Mini-Grant funds as a result of this award are the property of the awarded lead teacher's school district.

ELGIBILITY

All Wyoming certified K-12 public school teachers employed by a Wyoming school district are eligible to apply. Eligible teachers may submit one grant application. Teachers may *participate* in various Teachers & Technology Mini-Grant projects led by other teachers; but each teacher is only eligible to *lead* and apply for one project.

*Note: It is the responsibility of the lead teacher applicant to inform and gain permission from their school's administration (see the application assurance sheet, page5).

METHOD OF SUBMISSION

Grant applications must be postmarked by midnight February 1, 2011. Applications submitted after that date and time will not be considered and will be returned to the sender unopened.

Submit one copy of the signed application via regular mail and one copy as an e-mail attachment to:

<div align="center">

Lachelle Brant, DE Consultant
Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002

</div>

Submit the electronic proposal as an attachment to Lachelle Brant via email to lbrant@educ.state.wy.us

Requests for clarification of the requirements or for other assistance in preparing and submitting an application should be directed to Lachelle Brant at (307)777-3679 or via e-mail at lbrant@educ.state.wy.us; or Cindy Barnes Pharr at QWEST at 480-768-4342 or via e-mail at Cindy.BarnesPharr@qwest.com.

GRANT SCORING and AWARD PROCESS

The Teacher's & Technology Mini-Grant is a competitive process. Applications will be judged by selected representatives from the WDE, QWEST, and may include government officials, and statewide community and business leaders.

A scoring rubric (page 10) will be used and the top 5 scoring grants will receive $5,000.00 in grant funds. **Applications that are not clearly project based will not be scored.**

The funds will be awarded February 28, 2011 and must be spent by May 28, 2012. Funds are awarded to the lead teacher at the classroom level.

In the event of a tie score within the top applications, a tie-breaker will be used. In order of importance, the tie–breaker consists of whether (yes or no) the project is sustainable for more than one year, the number of different technologies employed in the application, the number of students involved in the project, the number of teachers involved in the project, the number of different content areas involved in the project, and the total number of miles between partnerships (as per Map Quest between cities) and if the project incorporates Career Technical Education or Career Education concepts.

The WDE will notify all applicants of their status by March 2011. Awards will be presented at the Spring School Improvement Conference in Casper on February 28th.

REPORTING

Lead teachers awarded the grant are responsible for the following:

- Managing the project's coordination, budget and reporting
- Presenting their project at the 2012 Spring School Improvement Conference
- Providing the WDE and QWEST with a status report of the project's progress or completion by May 28, 2012.

Note: The Wyoming Department of Education will provide the lead teachers with complimentary registration to the Spring School Improvement Conference. However, hotel and travel costs will be paid for by the Lead teacher's district and must be included in the project budget narrative (page 7). If more than one presenter will attend to present the project, all registration fees, hotel, and travel will be the responsibility of the additional presenters.

SECTION 2: GRANT APPLICATION INSTRUCTIONS

Applicants must complete the application as the lead teacher for the project. Only one application per lead teacher is authorized. Please complete the following steps:

STEP 1: Download the Teachers & Technology Mini-Grant application form:
      http://www.k12.wy.us/ICS/Docs/qwest_techgrant.doc

STEP 2: Complete the Teachers & Technology Mini-Grant application's assurance sheet (page 5).

STEP 3: Complete the Project Overview page by providing the following:

- Provide the project title, number of students involved; number and types of different technologies involved; the number and names of content areas involved; the number, names and location of the teachers partnering in this project.
- Prepare a narrative description of the goals for this project. Indicate clearly the learning and skill development that will occur for both the students and the teacher as a result of their participation in this project.
- Develop a project timeline that includes major benchmarks throughout the project that are reasonable and attainable with anticipated completion dates.

STEP 4: Prepare an itemized budget for purchases that will enhance your work with students. The budget narrative must include the name and contact information of the person responsible for managing the funds. School Improvement Conference hotel and travel costs for presenting the project must also be included in the budget.

STEP 5: Prepare a narrative explaining how this project will integrate technology into the curriculum and improve student performance.

STEP 6: Prepare a narrative description of how this project will be sustained after the initial funding expires. Also include an explanation how this project will change/improve the current use of technology in your classroom and how the project will incorporate Career Technical Education or Career Education concepts.

STEP 7: Assemble and submit one copy of the signed application via regular mail and one copy as an e-mail attachment.

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SECTION 3: SAMPLE GRANT APPLICATION

The Teachers & Technology Mini-Grant application form to be completed can be downloaded from the Wyoming Department of Education's website at:

http://www.k12.wy.us/ICS/Docs/qwest_techgrant.doc

APPLICATION ASSURANCE SHEET	
Project Title:	
District's Name:	
School Name:	
Lead Teacher's Name:	
Lead Teacher's Email:	

I certify that all the participants listed in this proposal have equally shared in the project's conception and agree to complete the project as described.

Lead Teacher's Name	Lead Teacher's Signature
School Principal's Name	School Principal's Signature
District Technology Coordinator's Name	District Technology Coordinator's Signature
Project's Budget Manager Name	Project's Budget Manager Signature

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PROJECT OVERVIEW

Project Title:	
Number of students involved:	
Number & types of technologies involved in the project:	
Content area(s) involved:	
Names and location of other teachers partnering in this project:	

Project Goals: *(word limit=600)*   Describe the goals for this project. The goals of the project should use the SMART goal format (Specific, Measurable, Attainable, Results-based and Time sensitive). Make sure to address the following questions in your narrative:

1. **What do you want students to know and be able to do by the end of your project?**
2. **What learning and/or insights will the teacher take from this project?**
3. **Describe the project activities that will support each goal.**

PROJECT TIMELINE

Benchmarks: Include milestones throughout the project's timeline that are reasonable and attainable.	Anticipated Completion Date
1.	
2.	
3.	
4.	
5.	

PROJECT BUDGET NARRATIVE

Complete a budget narrative detailing the project's spending activities and rationale for technology purchases.

Tip: Consider the following while writing your narrative:
1. **Relate all expenditures back to the project goals and clearly provide rationale.**
2. **Make sure expenditure costs are realistic. Do research; find out how much the technology costs.**

Budget Manager Name:	
Budget Manager Phone:	
Budget Manager Email:	

$5,000.00 Budget: Itemize specific expenditures	**Cost:**
1. School Improvement Conference Registration	Free for the Lead Teacher/Presenter
2. School Improvement Conference hotel and travel	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	

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INTEGRATING TECHNOLOGY NARRATIVE

Explain how this project integrates technology into the curriculum. (*word limit=300*)

Explain how this project will improve overall student performance. (*word limit=300*)

Explain how this project incorporates Career Technical Education or Career Education. (*word limit=300*)

SUSTAINABILITY NARRATIVE

Explain how you would sustain the project after the initial funding expires *(word limit=300)*

Explain how this project changes/improves the current use of technology in your classroom *(word limit=300)*

SECTION 4: SCORING RUBRIC AND READER'S RATING SHEET

Comment if this project should be recommended as a Best Practice concept and shared with other school districts regardless of its numeric standing in this grant selection process.

Lead Teacher Name: _____

Project Name: _____

Reader's Assigned Number:_____   **Total Score:** _____

Project Based

Is this proposal project based? If yes, use the rubric below to score the proposal. If No, score the entire proposal as 0. ☐Yes   ☐No

Scoring

Exemplary-3 Points **Meets Requirements-2 Points** **Near Requirements-1 Point** **Below Requirement-0 Points**

Assurance Sheet

(0-3 Points) _____x1=_____	All items are complete on the assurance page.
Reader Comments:	

Project Overview

(0-9 Points) _____x3=_____	The Proposal contains a clear description of the project.

(0-9 Points) _____x3=_____	The project goals for students and teacher are very clearly stated and related to the project activities.

(0-9 Points) _____x3=_____	The project timeline includes major benchmarks that are reasonable, attainable and anticipated completion dates are provided.

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(0-9 Points) _____x3=_____	The project is innovative.

(0-9 Points) _____x3=_____	3 Points – The project spans across an assortment of content areas.
Reader Comments:	

Budget

(0-9 Points) _____x3=_____	3 Points – The budget narrative provides detailed description of the proposed purchases and includes the budget manager's name.
Reader Comments:	

Integrating Technology Narrative

(0-9 Points) _____x3=_____	3 Points –The proposal describes how the project integrates technology into the curriculum and how the use of technology will impact student performance.

(0-9 Points) _____x3=_____	3 Points –The proposal focuses on Career Technical Education or Career Education.
Reader Comments:	

Sustainability Narrative

(0-9 Points) _____x3=_____	3 Points –The proposal describes in detail how the project will be sustained after funds are expended and clearly states how this project will change and improve the use of technology in the classroom.
Reader Comments:	

Recommend the project as a Best Practice concept? ☐Yes ☐No
Comments: